



CALIFORNIA AIR RESOURCES BOARD

DEPARTMENTAL PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DATA PROCESSING MANAGER III

EXAM CODE: 8AR25

HOW TO APPLY

Applications are available and may be filed in person with or mailed to:

AIR RESOURCES BOARD
Personnel/Examination Section
1001 I Street/P.O. Box 2815
Sacramento, CA 95812

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

FINAL FILING DATE: JULY 11, 2008

Applications (Std. Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted for any reason.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during July/August 2008.

NO WRITTEN TEST IS REQUIRED

The entire examination will consist of an interview.

SALARY RANGE: \$7118 - \$8239

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with the Air Resources Board within the past three years and/or the final filing date.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Two years of experience in the California state service performing electronic data processing duties in a class with a level of responsibility equivalent to Data Processing Manager I, at least one year of which shall have been in a management assignment.

Or II

Three years of experience directing all phases of the operation of a large electronic data processing installation. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager II.)

Education Experience: The following educational background is required of all competitors who wish to be given credit for experience under the outside experience pattern for any level.

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SPECIAL PERSONAL REQUIREMENTS

Demonstrated ability to act independently with flexibility and tact.

ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates for all levels, consideration will be given to the extent and type of experience related to the electronic data processing functions listed in the "Scope" of this specification and to the extent and type of pertinent education beyond that required under "Minimum Qualifications". Preferred additional education includes courses in public administration.

THE POSITION

A Data Manager III has full management responsibility for a medium size Electronic Data Processing (EDP) organization or directs a major data processing function or functions in a large, complex EDP organization requiring subordinate managers at the Data Processing Manager II level or may (1) direct and coordinate a highly complex project which impacts on multiple departments, or (2) direct a program involving the development and administration of service-wide EDP plans, policies, procedures, and standards, or (3) function as a project manager responsible for designing, configuring, and developing the most technically advanced business solution/EDP projects.

A position exists in Sacramento.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

SCOPE

In addition to the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis will be measured competitively, relative to job demands, based on each of the competitors.

SCOPE

A. Knowledge of:

1. Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

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2. Employee supervision, training, development and personnel management.
3. Current computer industry technology and practices.
4. Principles of data processing systems design, programming, operations, and controls.
5. State level policies and procedures relating to EDP.
6. The Board's goals and policies.
7. The Board's Equal Employment Opportunity Program objectives.
8. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.
9. Principles of the governmental functions and organizations at the State level, including the legislative process.

B. Ability to:

1. Develop and evaluate alternatives, make decisions and take appropriate action.
2. Establish and maintain priorities.
3. Effectively develop and use resources.
4. Identify the need for and assure the establishment of appropriate administrative procedures.

5. Plan, coordinate and direct the activities of a data processing staff.
6. Make effective use of interdisciplinary teams.
7. Reason logically and creatively and use a variety of analytical techniques to resolve managerial problems.
8. Present ideas and information effectively, both orally and in writing.
9. Consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language.
10. Gain and maintain the confidence and cooperation of others.
11. Effectively contribute to the Board's Equal Employment Opportunity Program objectives.

ELIGIBLE LIST INFORMATION

A departmental eligibility list will be established for the California Air Resources Board. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE CREDITS and **CAREER CREDITS** are not granted in promotional examinations.

GENERAL INFORMATION

"The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our web-site at www.arb.ca.gov".

It is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Kimberly Russell at (916) 327-3515** three days prior to the written test date if they have not received their notice.

For an examination without a written feature it is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Kimberly Russell at (916) 327-3515** three weeks after the final filing date if they have not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

Applications are available at the State Personnel Board (SPB) offices, local offices of the Employment Development Department, the Air Resources Board and at SPB's website @ <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Air Resources Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which the examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For specific examination questions, contact the Exam Unit at (916) 327-3515.
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.